Helena Public Schools
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Memorandum of Understanding

Helena Public Schools (HPS) and Helena Education Association (HEA)

I.ISSUE: K Visits

HPS and the HEA understand the importance of building relationships with families as students start their pre-kindergarten (Kinder Sprouts) and/or kindergarten year. This memorandum of understanding was created to clarify the definition of pre-kindergarten and kindergarten visits and the expectations of teachers.

Goals of the K Visit program:

- Build a positive relationship with family and student
- Gain background knowledge of student
- Decrease anxiety for the student on the first days of school
- Open communication with parents on behalf of the child
- Visit with every family

"Kinder Sprouts/Kindergarten visit" is defined as an individual parent/teacher/student visit. The parent will be given the choice of location which the educator will make every attempt to accommodate. The visit can occur at the student's home, on the school playground, in the classroom, or at a child-friendly neutral site (library, park, etc.). Each individual visit will last 15-30 minutes.

Kinder Sprouts and Kindergarten educators do not have to be present at school during the three days before the students report to school, as this time has been flexed to accommodate visits. Kinder Sprouts and kindergarten educators must be present during the normal school day once students report to school.

Visits are to be scheduled between August 1 and November 1. For safety purposes, educators are to provide a pre-travel itinerary and visit schedule to their principal prior to starting their visits. If an educator has difficulty scheduling a visit(s), the educator will inform the principal prior to the first day of school for grades 1-5, to obtain help in scheduling.

Educators are required to have a partner from their building, regardless of location. A visit partnership between an experienced partner and a new educator is strongly encouraged. Educators will be reimbursed for their travel expenses for visits. (The educator's partner is not eligible for mileage reimbursement.)

The educator will submit the K-12 Visit form https://hsd1.sharepoint.com/PLC/ElementarySchool/Kindergarten/SitePages/Home.aspx to their building principal no later than November 5. This District provided form will include information on the individual visits as well as feedback questions for educators to complete. The visit form will be forwarded to the Office of Data and Federal Programs at Lincoln Center.

Compensation for the educator partner on the visit will be $15.00/visit. Each partner will fill out a district paper payroll form for compensation. Completed forms received by the Payroll Office by the 15th of the month will be payable to the employee on that month's paycheck. Forms received by the Payroll

Office later than November 15th of the current school year will not be eligible for payment. Paraeducators who are partners during the three flex days will not receive the compensation as they are already on contract.

Kinder Sprouts and kindergarten educators may not use their own students' visits as a Professional Service Commitment. Kinder Sprouts and kindergarten educators who serve as a partner for another Kinder Sprout or kindergarten educator may use the partner visits as a Professional Service Commitment.

All educators and partners must be trained in the K Visit model and have refresher training at least every four years. Elementary principals will follow the same training schedule. The District will provide training for new Kinder Sprouts and kindergarten educators each summer, as well as offer educator partner training.

SIGNED:

Jane Shawn, HEA President

Rex Weltz, Superintendent

DATE: January 20, 2026